

HELPFUL HINTS FOR SUCCESSFUL ELECTRONIC FILING

1. Read the CM/ECF Administrative Guide of Policies and Procedures BEFORE you begin.
2. Don't wait until the last minute. Until you are thoroughly comfortable with the new system, consider filing your document the day before it is actually due.
3. If your document is due on a date certain, it MUST be filed by midnight CST.
4. To prevent screen display problems in CM/ECF, you should occasionally clear your cache in Internet Explorer. To do this, open Internet Explorer and select Tools>Internet Options. In the Temporary Internet Files section, select Delete Files. It may take several seconds for the computer to do this. When it's finished, click OK and log back in to CM/ECF.
5. Always use your Data Quality Checklist.
6. Personal data identifiers must not be included on any document filed with the court, including exhibits. Refer to General Order 04-10 included in the Training Packet.
7. Title your document to match the appropriate CM/ECF event.
8. If you can't find anything on the event list that remotely matches the title, then contact the clerk's office.
9. Descriptions of attachments should be specific, accurate and simply stated. For example, "Exhibit 1, Affidavit of Jane Smith."
10. Determine the size of your document before you begin. Open the document. If you are using Adobe Acrobat, use Ctrl+D for a document summary.
11. Any documents larger than 5 mb must be split into properly labeled parts to be filed.
12. DO NOT file a document that should be split into two or more documents, such as a response to a motion and a new motion.
13. Before completing the docket entry, verify that you are filing the correct PDF in the correct case.
14. To select two or more items in a pick list, hold down the Ctrl key and click your mouse on each selection. (Refer to the CM/ECF Shortcuts handout in the training packet.)
15. Case participants continue to receive electronic notice of filings even if terminated from the case. To no longer receive notification after termination, you must contact the clerk's office at 918-699-4700.